DTMO Distance Learning Schedule

Date	Class Title	Class #	Day	Time
January				
1/9/24	Enterprise Web Training System (EWTS) (410) 874-6749 145 492 255#	D205	Tuesday	11:00-12:00
1/23/24	Travel Policy Compliance Tool Admin (410) 874-6749 811 923 38#	P300	Tuesday	11:00-12:00
February				
2/6/24	Travel Policy Compliance Tool Admin (410) 874-6749 568 417 140#	P300	Tuesday	1:00-2:00
March				
3/11/24	Enterprise Web Training System (EWTS) (410) 874-6749 737 212 707#	D205	Monday	1:00-2:00
3/26/24	Travel Policy Compliance Tool Admin (410) 874-6749 621 581 220#	P300	Tuesday	8:00-9:00pm
See Below for Details				

Notes for TraX-Based Classes (Yellow)

- See the "General Guidelines" at the end of this info paper.

- You must register in TraX before attending a class @ http://www.defensetravel.dod.mil/passport

- Class credit: At the direction of instructors, participants must check in and out of class by posting PRESENT and LEAVING in chat box.

General Guidelines for Attending Any DL Class

- All times are shown in Eastern Time.

- Each session opens ~15 minutes prior to listed start time.

- The Teams 365 instructions below are truncated to provide a reminder. For full instructions on using Teams 365, see the *DoD365 - Anonymous User Guide.pdf*.

- All classes are conducted in Teams 365. To attend, use one of the following three options. Options #1 and #2 offer different ways to open Microsoft Teams (in browser or via app). Use whichever one works best for you. We provided option #3 as the "last resort". Use it if your organization doesn't allow you to use Teams at all.

  1. **App:** Select the direct class link above. When the **Open Microsoft Teams** pop-up opens, select **Open Microsoft Teams** and follow the prompts.

  2. **Browser:** Launch Edge or Chrome (other browsers may not work well – or at all). Copy the URL from the link above and paste it into the browser's address bar. When the **Open Microsoft Teams** pop-up opens, select **Cancel**, then select **Continue on this Browser**. Enter your name and organization next to **Join now** then make any other adjustments you require before selecting **Join now**.

  3. **Dial-in:** Use the phone number and conference ID listed above. If you choose this option, you won't be able to see the class slides, so you'll need to download them for reference:

     3.1. **TraX-based class materials** are available through the Training Search Tool, which you can find at https://www.travel.dod.mil/Training/Training-Search.